

Employee referrals are critically important to ATS's growth and health as a people-first, mission-focused company. The ATS Employee Referral Program is intended to provide employees of ATS with an incentive for referring qualified external candidates to fill positions by connecting previously unidentified prospective candidates to the attention of Program Managers (PMs) and Recruiters.

ELIGIBILITY

Eligible Employees (who can receive a referral bonus)

All employees are eligible to participate in the ATS Referral Program (with the exception of Recruiters, Staffing Managers, Directors, and Executives at the VP level or above.) ATS PMs, Deputy PMs (DPMs), and Team Leads (TLs) are eligible for referral bonuses for candidates submitted for programs they do not directly manage or oversee.¹

Positions Eligible (for which positions at ATS does a referral bonus apply)

Regular Full-Time positions (both Direct and Indirect). Part-Time positions are eligible for a pro-rated bonus amount based on the scheduled part-time hours. Positions that are temporary or interim are not incentive-eligible.

Eligible Referrals (which candidate submissions warrant a referral bonus)

An ATS eligible employee may refer qualified external candidates to any opening and be eligible for a bonus if:

- *The Candidate is not currently employed by ATS nor has been for at least one year **AND***
- *The Candidate has not been in contact with an ATS Recruiter or Program Manager for at least one year*

REFERRAL BONUS AMOUNT

Incentive bonuses are paid once the referral is hired and completes 30 days of paid employment (or 30 days of travel for travel-only employees), provided the referring employee remains an ATS employee on the 31st day. Referral clearance level designations are based on the clearance level of the candidate at the time of referral.

- TS/SCI w/poly clearance direct/billable positions: **\$5000.00**.
- Other clearances, uncleared direct billable, Indirect/Corporate Support: **\$1000.00**
- Competitive, hard-to-fill positions may warrant a higher amount as determined by the Staffing Managers.

HOW TO REFER A CANDIDATE

Employees who would like to refer a candidate may do so by providing the candidate's name, contact information (and resume if available) via email to the Referral alias (referrals@acclaimtechnical.com) or directly to ATS PMs, Recruiters, or Staffing Managers. Employees may also refer a candidate by requesting that the candidate provide the employee's name as their referrer to the candidate's ATS Recruiter, Staffing Manager, or PM.

Multiple Employee Referrals on the Same Candidate

The Employee Referral Incentive payment will be paid to the person who referred the individual first as noted in the ATS applicant tracking system. If there is ambiguity in the applicant tracking system, the referral bonus will be paid to the employee the candidate designates as the primary referrer. All referral bonuses are subject to regular taxes and withholdings.

¹ Because final candidate selection/approval processes vary widely from contract to contract some PMs, DPMs, and TLs may be eligible for bonuses on referring candidates to their own program(s), subject to approval of the relevant Business Unit General Manager or above.